

## Information Technology and Computer Skills Training

### **WORD 2010 - INTERMEDIATE**

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 4:00 p.m.

**Investment:** \$95.00

#### **Course Content**

Learners who attend this Intermediate Level workshop will receive information to increase their proficiency in the following areas and more:

##### **WORKING WITH GRAPHICS AND CHARTS**

###### **Inserting and Formatting Text Boxes**

###### **Adding Shapes**

- How To Insert/Color An AutoShape Object

###### **Inserting Pictures and WordArt**

- How To Change A Picture Style
- How To Apply An Effect To A Picture
- How To Insert A WordArt Object

###### **Creating Watermarks**

###### **Working With Objects and Illustrations**

- How To Insert A Quote Or Sidebar
- How To Insert/Change SmartArt

###### **Creating Charts**

##### **WORKING WITH STYLES AND AUTOMATING FEATURES**

- How To Create/Apply Character and Paragraph Styles
- How To Create/Modify A Document Template
- How To Use AutoCorrect Options
- How To Use Quick Spelling/Grammar Correction
- How To Use A Building Block
- How To Automate Tasks With Macros

##### **CREATING A MAIL MERGE AND LABELS**

- How To Select The Document Type
- How To Select The Recipients
- How To Add Records To The Data Source
- How To Write Your Letter
- How To Preview Your Letter
- How To Perform A Mail Merge
- How To Insert Merge Fields
- How To Use If...Then...Else Fields
- How To Change The Format Of The Merged Data

###### **Creating Mailing Labels**

- How To Create Mailing Labels
- How To Locate A Data Source For Mailing Labels
- How To Arrange The Content Of Labels
- How To Complete The Mailing Labels

Visit our website at [www.training.oa.mo.gov](http://www.training.oa.mo.gov) to  
find other technical and computer training  
programs.

